



# NEBRASKA

## DEPARTMENT OF EDUCATION

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Dear Superintendent,

**RE: Title I Nonpublic Consultation for 2016-17**

Every District receiving Title I funds and having resident low-income school aged students attending a nonpublic school will need to complete this collection. The public district is not required to complete or submit a Title I Nonpublic Consultation form for Rule 12 or 13 exempt status schools. A form will need to be completed for each Nonpublic system that has reported having students eligible for free or reduced lunch as reported in the Nonpublic Membership Report.

The collection, located in the NDE Consolidated Data Collection (CDC), will provide the public district with forms to use when consulting nonpublic schools regarding participation in the Title I-A program. Prepopulated forms are available for download by the public district to use when consulting with the nonpublic school(s). Upon completion of the consultation, the public district will enter the information from the forms into the Title I Nonpublic Consultation Collection in the NDE CDC. Completed, signed forms will remain on file at the public district and may be requested by NDE at any time or reviewed during NCLB monitoring.

**PROCESS for completing TITLE I NONPUBLIC CONSULTATION FORMS:**

- Step 1: Districts obtain access to the Title I Nonpublic Consultation collection in the CDC. (To gain access to the Consolidated Data Collection, please refer to "Accessing the Consolidated Data Collection" instructions found on the NSSRS Resources page, under the heading "Consolidated Data Collection (CDC) at the following url: <http://www.education.ne.gov/nssrs/Resources.html#Instructions>)
- Step 2: Download form(s) that will be used in the consultation with the nonpublic school(s).
- Step 3: Public district consults with the nonpublic school(s).
- Step 4: After completion of consultation with the nonpublic school(s), **the public district will enter data from the form(s) into the Title I Nonpublic Consultation Collection in the CDC.** Validations and warnings are in place to assist districts with submitting the data correctly.

**The data may be "Submitted" by the person assigned this task by the Superintendent. The Authorized Representative is the only one that can "Approve" the data in the CDC.**

- Step 5: Public district submits and approves the collection by **due date of May 2, 2016**. Corrections will be allowed during the audit window, which closes on May 15<sup>th</sup>.
- Step 6: Districts keep the paper consultation forms, with original signatures, on file for six years. These forms may be requested by NDE at any time and/or reviewed during NCLB monitoring.